

FINANCIAL ADMINISTRATION - NOT-AT-RISK FUNDS

SECTION SUBJECT

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| 1 | GENERAL | |
| | 1.0. General | |
| | 2.0. Corporate Internal Review | |
| 2 | FINANCING OF BENEFITS - LETTER OF CREDIT (LOC) | |
| | 1.0. General | |
| | 2.0. Procedures And Responsibilities | |
| | 3.0. Daily Operations | |
| | 4.0. Reporting Requirements | |
| | 5.0. Year-End Processing | |
| | 6.0. Interest Payments | |
| | <i>7.0. TRICARE Senior Pharmacy Program, Drug Rebates</i> | |
| 3 | VOUCHER PREPARATION AND INTEGRITY | |
| | 1.0. Assignment of Voucher Numbers | |
| | 2.0. Voucher Transmission Requirements | |
| | 3.0. Voucher Integrity | |
| | <i>4.0. TRICARE Senior Pharmacy Program, HCSR Voucher Submittal</i> | |
| 4 | FINANCING ADMINISTRATIVE EXPENSES (CLAIM RATE) | |
| | <i>1.0. Payment</i> | |
| | <i>2.0. Method Of Claim Count</i> | |
| | <i>3.0. Determination Of Claim Price</i> | |
| 5 | TRICARE SENIOR PHARMACY IMPLEMENTATION | |
| | <i>1.0. Electronic Media Claims (EMC)</i> | |
| | <i>2.0. Paper Claims</i> | |
| 6 | CHECKS | |
| | 1.0. Check Format | |
| | 2.0. Approval And Release Of Payments | |
| 7 | REFUND AND COLLECTION PROCEDURES | |
| | 1.0. General | |
| | 2.0. Collection And Deposit Procedures | |
| | 3.0. Reporting Refunds, Partial Offsets And Interest Collected | |
| | 4.0. Installment And Partial Repayments | |
| | 5.0. Offsets | |
| | 6.0. Reissue Of Refund Payments | |
| | 7.0. Accounts Receivable | |

SECTION	SUBJECT
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8	STALEDATED, VOIDED, OR RETURNED CHECKS
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| | 1.0. Check Cancellations And Staledated Checks |
| | 2.0. Replacement Of A Staledated Benefit Check |
| | 3.0. Other Voided Or Returned Checks |
| | 4.0. Reissuance Of Checks When Original Payee Is Deceased |

9	REPORTS
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| | 1.0. Letter Of Credit Draw Down Report |
| | 2.0. Refunds, Partial Offsets And Interest Collected Report |
| | 3.0. Accounts Receivable Report |

ADDENDUM A	- FIGURES
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| | Figure 3-A-1 - Cash Transaction Report |
| | Figure 3-A-2 - Instructions For Completion Of Cash Transaction Report |
| | Figure 3-A-3 - Reconciliation Of LOC Bank Account |
| | Figure 3-A-4 - <i>Reconciliation Of LOC Bank Account Instructions</i> |
| | Figure 3-A-5 - Accounts Receivable Reporting Requirements |
| | Figure 3-A-6 - Instructions For Accounts Receivable Report |